



CITY OF HOUSTON

Job Posting

Applications accepted from:	All Persons Interested
Job Classification	Assistant Airport Manager
Posting Number	PN# 106720
Department	Houston Airport System
Division	Ellington Field
Section	Management
Reporting Location	510 Ellington Rd.*
Workdays & Hours	Varied, normally M-F *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Manages and directs the operations, maintenance, construction and overall safety and security functions of Ellington Field. This involves serving the traveling public, citizens, and establishing effective relationships with military joint airport tenants, passenger and cargo airlines, Houston City Departments and external agencies. Achieves Balanced Score Card organizational business goals and objectives through the management of projects and staff; planning and evaluating activities; enforcing local, state, and federal aviation requirements; and providing facilities management services at a general aviation facility. Accomplishes financial objectives by authorizing expenditures; forecasting requirements; preparing an annual budget; recommending Capital Improvement Program projects; scheduling expenditures; analyzing variances; initiating corrective action. Manages and develops staff to accomplish business plan results by communicating job expectations, coaching, counseling and disciplining, developing, coordinating, and enforcing policies, procedures and productivity standards.

WORKING CONDITIONS

Performing these duties will involve: visually observing and differentiating details; attending to details amid distractions; analyzing abstract information; solving arithmetic and numerical problems; speaking and writing effectively; walking, and standing for extended periods; operating a city vehicle; adjusting to critical and demanding work; dealing with people in tense situations; and working as a member of the team. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Engineering, Airport Management, Public Administration or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of professional experience in airport operations, business or maintenance are required, with three (3) of those years in a supervisory capacity at the airport superintendent level. Directly related professional experience may be substituted for the education requirement on a year-for-year basis. An advanced degree in Public Administration, Airport Management, Business Administration, Engineering or a closely related field may substitute for two (2) years of professional experience.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Comprehensive knowledge of the Federal Aviation Agency's rules and regulations to ensure airport compliance with all federal mandates. Familiar with ATC (Air Traffic Control) and AOA Operations. Considerable knowledge of airport management techniques and practices. Ability to monitor and direct day-to-day operations of airport personnel. Ability to establish and maintain an effective relationship with appropriate officials and the general public. Ability to communicate effectively with city and aviation personnel, airport tenants, the public and aviation management both orally and in writing. Prefer Pilot's license and/or Accredited Member of American Association of Airport Executives (AAAE) a plus.

SELECTION/SKILLS TEST REQUIRED

None

However, the Department may administer a skill assessment evaluation

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29	
\$ 2,639.00 - \$2,850.00 Biweekly	\$68,614.00 - \$74,100.00 Annually

OPENING DATE

September 7, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at: <http://agency.governmentjobs.com/houstonair/default.cfm>. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer